Dear Supplier/Contractor,

Further to our previous communication and training regarding SAP Ariba registration, we are excited to announce the e-Tendering and e-Invoicing modules are **NOW LIVE!**

Dolphin Energy has introduced SAP Ariba to help improve collaboration with its suppliers. By offering seamless communication with enhanced transparency and efficiency in its Procurement and Invoicing processes, we will improve the levels of collaboration. This is what to expect now:

e-Tendering:

The key actions below can be performed via the SAP Ariba portal, upon receiving an invitation to participate in upcoming e-tenders and contracts:

- Submit responses to S.O.I, after an invitation from Dolphin Energy via the SAP Ariba Business Network, (found under the Proposals and Questionnaires section in your dashboard)
- Submit Responses to RFPs
- Utilize both the technical and commercial envelopes offered
- Upload and download attachments from the S.O.I and RFP events
- Submit your clarification messages to Dolphin Energy via 'event messages' in SAP Ariba
- Receive messages and tender bulletins from Dolphin Energy via 'event messages' in your SAP Ariba Business Network, along with email notifications
- Review, confirm and e-Sign contracts
- Check the status of the submitted RFP in your dashboard and many more

e-Invoicing:

You might receive a Standard Enablement Purchase Order email notification to connect with us on the SAP Ariba Business Network. The following documents will be transacted:

- PO (Purchase Order)
- OC (Order Confirmation)
- SES (Service Entry Sheets) for service Purchase Orders
- SN (Ship Notice) for material Purchase Orders
- PO/Non-PO INV (Invoice)

Please Note: Training guides detailing the steps to take when undertaking e-Tendering and e-Invoicing via the SAP Ariba Business Network are now available on the Dolphin Energy website under the Procurement tab. For any help and support, please feel free to contact us by using the emails below:

For e-Invoicing Related Queries:

Qatar: QA-EIN-ARIBA@dolphinenergy.com
UAE : UAE-EIN-ARIBA@dolphinenergy.com

For e-Tendering Related Queries:

Qatar: QA-Ariba-tendering-support@dolphinenergy.com
UAE : UAE-Ariba-tendering-support@dolphinenergy.com